

PRINTING AND PHOTOGRAPHY DIVISION
 WEEKLY REPORT FOR PERIOD ENDING
 26 APRIL - 02 MAY 1984

I. ITEMS OR EVENTS OF MAJOR INTEREST THAT HAVE OCCURRED
 DURING THE PRECEDING WEEK

A. ETECS CENTER RENOVATION: THE RENOVATION OF THE P&PD ETECS CENTER IN B3-56 HEADQUARTERS BEGAN ON 25 APRIL. THIS RENOVATION WAS NECESSARY BECAUSE OF A JOINT INITIATIVE BY CL/P&PD AND DDI/CPAS FOR A MAJOR ETECS HARDWARE/SOFTWARE UPGRADE FOR INCREASED SUPPORT FOR THE PUBLICATION OF THE NATIONAL INTELLIGENCE DAILY (NID) AND THE PRESIDENT'S DAILY BRIEF (PDB). THE CONTRACTORS ARE MOVING RAPIDLY, WITH AN EXPECTED COMPLETION DATE OF 25 MAY. THE NEW ETECS UPGRADES ARE ✓

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EXPECTED TO BE OPERATIONAL WITHIN 30 DAYS OF THE COMPLETED CONSTRUCTION DATE.

B. FAMILY VISITATION DAY SUPPORT: APPROXIMATELY 2,000 PEOPLE SAW THE 20 MINUTE PROGRAM IN THE HEADQUARTER'S AUDITORIUM DURING FAMILY VISITATION DAY. OVER 300 PEOPLE TOURED THE AUDITORIUM VIDEO RECORDING ROOM, AND MORE THAN 100 P&PD EMPLOYEES/FAMILIES TOURED THE P&P BUILDING. ✓

C. UPWARD MOBILITY PROGRAM: AT THE UPWARD MOBILITY PROGRAM, HELD ON 27 APRIL 1984, P&PD WAS ONE OF THE MORE POPULAR AREAS OF INTEREST. APPROXIMATELY 14% OF THE FIFTY PROGRAM APPLICANTS WERE INTERVIEWED FOR THE P&PD PHOTOGRAPHY GENERAL POSITION. ✓

D. PRINTING PRODUCTION SUPPORT: P&PD CONTINUES TO RECEIVE AN UNUSUALLY HIGH AMOUNT OF PRINTING SUPPORT REQUESTS. SOME 235 JOBS WERE RECEIVED OVER THE LAST FIVE DAY PERIOD.

E. COPIER MANAGEMENT ACTIVITIES: A P&PD REPRESENTATIVE WILL BRIEF THIRTY AGENCY RECORDS MANAGEMENT OFFICERS (RMOs) ON THE COPIER MANAGEMENT PROGRAM ON 2 MAY 1984. THE PURPOSE OF THE BRIEFING IS TO

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BRIEF THE RMOs ON THE COPIER PROGRAM AND THEIR ROLE AS FOCAL POINT OFFICERS TO RELAY RESPECTIVE COMPONENT COPIER REQUIREMENTS TO THE COPIER MANAGEMENT STAFF.

II. SIGNIFICANT EVENTS ANTICIPATED DURING THE COMING WEEK

None

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C/P&PD/CL